POLICY FOR APPROVAL OF LABORATORIES THAT ANALYZE
ENVIRONMENTAL SAMPLES
For the Department of Health, Environmental Health Administration
Environmental Planning Office (EPO)

August 26, 2004

When samples of water, air, soil, tissue or waste are collected for laboratory analyses for concentrations of material substances potentially exceeding applicable water quality standards, as compiled in the Hawaii Administrative Rules, Chapter 11-54 (Water Quality Standards), it is the policy of the Environmental Planning Office (EPO) scientific and technical staff to review for each laboratory and/or subcontract laboratory:

1. Quality Assurance and Quality Control documents governing laboratory operations, as well as, sample and data security measures;
2. Status of Laboratory Certification and of the most recent laboratory audit conducted;
3. Names, certifying agency and qualifications of analysts employed by the laboratory;
4. Laboratory capacity, availability of instrumentation and technical support for methods to be used;
5. Analytical method, method reference and method experience with required matrix and concentration provided in a Standard Operating Procedure (SOP) document for the desired analyses with clearly stated Method Detection Limit (MDL), Reporting Limit (RL) and Quantitation Method;
6. Costs per analysis or batch of analyses, and additional documentation, if required;
7. Typical turn-around times for the type of analytical work requested; and
8. Laboratory past performance on Performance Evaluation (PE) samples.

Each laboratory is required to respond in writing to each of the eight numbered items, above, at which time qualified technical staff shall review the application. EPO shall then approve laboratories that have presented written evidence that they perform adequate analytical work. EPO shall keep a list of approved laboratories, along with a written description of the reasons for approval or non-approval of each laboratory. This list shall be maintained by EPO and updated annually, after notification by the laboratories of changes to any of the eight items.

APPROVED BY:

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